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via Registry

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Central Intelligence Agency



Washington, D.C. 20505

via Registry

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28 FEB 1984

The Honorable George Bush
 President of the Senate
 Washington, D.C. 20510

Dear Mr. President:

Submitted herewith, pursuant to the provisions of 5 U.S.C. 552(d), is the report of the Central Intelligence Agency concerning its administration of the Freedom of Information Act (FOIA) during calendar year 1983.

During 1983, 2,466 requests for information were logged and put into processing by the Agency, of which 1,266 were handled under the Freedom of Information Act. Several hundred additional request letters were received during the year but not formally processed pending receipt of additional information from the requesters. These incomplete requests were, with but one or two exceptions, requests for access to personal records, which, under the Agency's regulations, are usually processed under the provisions of the Privacy Act of 1974 (5 U.S.C. 522a) rather than the Freedom of Information Act. Production/workload statistics for CY 1983 are enclosed at Tab A.

During CY 1983 the number of requests for information increased by 188 over 1982. Despite the heavy demand to focus our resources on world intelligence problems, we were still able to devote the equivalent of 121 full-time employees to the effort. The dollar cost for personnel alone to sustain this effort amounted to over \$3.75 million. Of this total, \$2.8 million was devoted to FOIA. We have not factored in the cost of space and equipment needed to support our FOIA/PA activities. This cost continues to increase as we strive to improve our efficiency in processing these requests. For example, during the past year, more efficient word processors were purchased to increase the production and timeliness of our responses to requesters. We have also designed some enhancements to our computer tracking system to help us monitor requests more effectively. Despite our efforts, the backlog, which was on the decline early in the year, climbed to 407 above the year-end figure for 1982--a 15 percent increase. We attribute this mainly to a heavy volume of requests received during the latter half of the year, the complexity of those

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